Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240049-6

RAO Copy

CONFIDENTIAL

Rec Mgmt 3-3-8
Security Equipment

Office of Logistics, Chief Allocation Section

9 August 1962

CIA Records Administration Officer

Request for Secure Area

1. Reference is made to your Memorandum of 18 July requesting permission to prepare Room 2105, Quarters Eye for the storage of classified material belonging to Security Staff, Office of Logistics.

2. [redacted] of this staff accompanied by [redacted] Records Management Officer, OL, surveyed the area involved from a Records Management viewpoint. 25X1 25X1

3. As the Security Staff is presently in a secure area, their filing equipment, with only one exception, is compatible with good Records Management principles. This exception is a 3-way combination locked Tab Card Safe used to store trays of 3" x 5" cards.

4. The substitution of 3" x 5" card cabinets for this Tab Safe was recommended and accepted. This exchange will provide better utilization of space and afford a more economical use of filing equipment.

5. I approve of the proposed relocation of this secure area.

[redacted] 25X1

25X1

cc: [redacted]

25X1

RAO/DDS/RD&SE [redacted] (9 Aug '62)

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GROUP 1
Excluded from automatic downgrading and declassification

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